Curriculum Committee
Program/Department Review

SELF-STUDY REPORT

Academic Program/ Department

Division _____

I. DESCRIBE YOUR PROGRAM

a. Please state the purpose, mission, and/or learning outcomes of your program or department and how it (they) align(s) with the mission of the college and/or your academic unit.

b. What is the curriculum for the program? (Include Curriculum Check Sheet(s), or for departments without degree programs, include a list of relevant courses.)

c. How does the curriculum align with the learning outcomes or mission of the program/department? (Include Curriculum Map(s) for degree programs.)

d. What General Education Competencies are addressed in the courses of your program? Please see NJCCC's 2022 General Education Policy (https://www.njcommunitycolleges.org/wp-content/uploads/2023/11/NJ-General-Education-Foundation-2022.pdf) for further guidance. Please note that the 2022 General Education Policy includes 33 credits of General Education for AA degrees; currently, CCM's AA degrees require 45 credits of General Education (see example table below). Note: Departments without degree programs can describe course content.

Course Category (Goal Category)*	# of credits*	Corresponding Course(s) in Program
Communication	9	ENG111 (3 cr.) ENG112 (3 cr.) COM109 (3 cr.)
Mathematics – Science – Technology	12	Students choose from established list math, science, or technology courses on the General Education Course List
etc.		

*From NJCCC's General Education Foundation

e. If your program is accredited by an external agency, what is the name of the agency and the date of the last accreditation? What were the agency's comments (if any) in response to your last accreditation renewal?

f. If your program is a joint or regional program, who is (are) the partner institution(s)?

g. Describe how the chairperson or assistant chairperson oversees dual enrollment classes.

h. If the program or department has an advisory committee, how often does it meet? (Include membership list and minutes of the most recent meeting.)

i. What are the employment projections for the career or field (use NJ State Department of Labor and Community College Strategic Planning figures or other relevant sources), and how does the program meet regional, local, and/or employment needs? And how do(es) your program(s) support college curricula, the General Education Foundation, or the discipline itself?

j. What activities does your program or department do to prepare and follow-up with post-graduate goals?

k. Do the teaching/learning practices consider the needs and expectations of the discipline? Please explain.

II. STUDENTS

Enrollment Data & Student Demographics
 NOTE: A 6-Year Review Data Spreadsheet should be delivered to Dean's Office for your use.

a. Please use the following chart to fill in student enrollment and demographic data:

	Program		CCM	
	Number	Percent	Number	Percent
Men				
Women				
Full-Time				
Part-Time				
Asian				
Black				
Hispanic				
White				
Other Race				
Total				

b. What is the six-year enrollment trend for your program/department?

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	3-year % change	6-year % change

c. What, if any, strategies are being used to recruit students?

Retention, Graduation, and Transfer

a. Please use the following chart to fill in student 3-year graduation and transfer data:

Overall Retention/Graduation/Transfer Rates:

	Program			CCM		
	Retention Rate	Grad Rate	Transfer Rate	Retention Rate	Grad Rate	Transfer Rate
Cohort 1						
Cohort 2						
Cohort 3						
Cohort 4						
Cohort 5						
Cohort 6						

Retention/Graduation/Transfer Rates Demographics (Most Recent Year)

	Program			CCM		
	Retention Rate	Grad Rate	Transfer Rate	Retention Rate	Grad Rate	Transfer Rate
Men						
Women						
Full-Time						
Part-Time						
Asian						
Black						
Hispanic						
White						
Other Race						

b. What activities does your program or department do to retain students?

c. After reviewing the above tables, what gaps exist, if any, and discuss any changes or actions your program/department plans to take to address the gaps.

Academic Advisement

    a. How are the standards for completion communicated to the students?

    b. How are students provided with academic advisement?

Co-Curricular and Enrichment Activities

    a. What clubs, experiential learning, internships, professional groups, etc. does your department support or sponsor?

    b. How do these activities contribute to student development and achievement of your learning outcomes, goals, or mission?

III. ACTIONS SINCE LAST PROGRAM REVIEW

    a. What progress has been made in accomplishing the plans outlined in the last review? (Include any recommendations from Curriculum Committee from the last review and the external consultant.) Fill in chart below. Examples in italics.

Plan	Status
Add another History Elective to the Gen. Ed. Foundation	*Complete*
Require students to take two years of a world language	*In-progress*

    b. What, if any, additional information can you bring to the attention of the Curriculum Committee concerning past suggestions/evaluations and strengths/weaknesses of the program/department?

IV. INSTITUTIONAL COMMITMENT AND RESOURCES

    a. Provide a cost summary of your program or department over the past six (6) years. Consult the Cost Analysis provided by Director of Budget & Business Services and fill in chart below. (Include full report as appendix.) Include any explanation or narrative, if desired.

Revenues and Expenditures of [Name] Dept FYXX-FYXX

	FYXX	FYXX	FYXX	FYXX	FYXX
Revenues					
Expenses					
Indirect Costs					

Contribution Margin					

b. What is the ratio of full-time faculty to adjunct faculty in terms of credit hours?

c. What effect does this ratio have on your program or department?

d. What campus services (e.g., library services, Information Systems/software, Testing Center, Tutoring Center, Career Services, library collections, etc.) directly support instruction in this program or department, and are they adequate?

e. Are the facilities (e.g., classrooms, laboratories, equipment, clinical facilities, etc.) that support the program or department adequate? If not, what is required to make your program or department area adequate?

f. What, if any, concerns do your program or department have regarding resources?

V. OUTCOMES ASSESSMENT

a. Please fill out the summary table below with regard to your outcomes assessment process. (*Examples in italics.*)

Program Learning Outcome (PLO)	How, when, and in what class(es) was the PLO assessed?	What were the results of the assessment?	Describe any changes that are planned or in progress to address the result.
Apply basic Spanish grammar and vocabulary to participate in introductory conversations	*Writing prompt on final exam in SPN111, given at the end of FA23*	*Eighty-five percent of students scored 60% or better on writing prompt. This is above the benchmark, suggesting that this outcome is being successfully met.*	*Students seemed to struggle with formal (tu) vs. informal (Ud.). Additional in-class speaking and writing practices will be suggested.*

b. If your graduates are required to take a licensing, certification, or registry examination, what is the benchmark and pass rate for the past six years?

VI. SUMMARY AND FUTURE PLANS

Summary

a. What are the major strengths of the program or department?

b. What are the major concerns of the program or department?

Future Plans

a. What program or department actions do you anticipate before the next review?